



ACQUISITION AND
TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

August 1999

Department of Defense Mentor-Protégé Program

Defense Contract Management Command Performance Review

Format and Content of Review Packages

1. Letter from Administrative Contracting Officer (ACO) forwarding complete review package and including an Executive Summary, addressing both the mentor and protégé CAO reviews, with comments on the following:
 - A. Overall status or 'health' of the agreement (relationship).
 - B. Summary of accomplishments since last DCMC performance review.
 - C. Status of schedule and achievement of milestones.
 - D. Identification of items requiring attention.
 - E. Status of current corrective action plan; or recommended corrective actions and/or improvements.
2. Enclose "Annual DCMC Review Form for DoD Mentor-Protégé Agreements" (See Attached) with all sections completed including added emphasis in the following areas:
 - A. Comments on the "exit conference" including feedback from the mentor's and protégé's Points of Contact (POCs). (See Part V.)
 - B. Verification of the Financial Status [Part IV (d)] including attachment of Defense Contract Audit Agency (DCAA) Audit Report, as necessary (Reimbursable Agreements Only).
 - C. Verification of the Return on Investment data reported by the mentor and protégé relative to the protégé's progress in the areas of employment, revenues and participation (awards) in DoD contracts [See Part IV (e) & (I)].
3. Attach Semi-Annual Report signed by the mentor and protégé and protégé's detailed rebuttal (if the protégé does not concur with report). (See Attached Sample Semi-Annual Report Form and Instructions)
4. DCMC CAOs, cognizant of the protégé, will forward their portion of the review to the mentor's CAO. The mentor CAOs are requested to forward each review package [including the protégé CAO's portion and items (1) through (3) above] as soon as it is completed to DoD Mentor-Protégé Program Manager, DOD OSADBU, 1777 North Kent Street, Suite 9100, Arlington, VA 22209, with copies to DCMC District, Attn.: Operations Directorate and to HQ, DCMC-OC. For reimbursable agreements only, also forward one copy to the cognizant Service/Defense Agency OSADBU.

